

Minutes of the meeting of the Policy and Finance Committee held on **20 September 2018**.

Present: Clive Macdonald – via telephone (Chair), John Edwards, Neil James and Kate Fleming.

In attendance: The Principal, the Vice Principal, the Head of Finance, the Head of Estates and Facilities and the Clerk to the Governors.

Apologies: Anne Shiels and Prof Tim Thornton.

P18/99 Due to apologies received and the chairs attendance by telephone it was agreed to postpone some items to a continuation of the meeting to be held on 27 September 2018.

P18/100 **DECLARATIONS OF INTEREST**
None.

P18/101 **MINUTES OF THE LAST MEETING AND MATTERS ARISING**
Deferred to the meeting to be held on 27 September 2018.

P18/102 **MEMBERSHIP OF THE COMMITTEE**
Deferred to the meeting to be held on 27 September 2018.

P18/103 **DRAFT MANAGEMENT ACCOUNTS 2017/18**
(A copy of document 4i is filed in the minute book.)
Deferred to the meeting to be held on 27 September 2018.

P18/104 **RECRUITMENT UPDATE AND FINANCIAL IMPLICATIONS**
Deferred to the meeting to be held on 27 September 2018.

P18/105 **PROPERTY MATTERS**
(A copy of document 7i is filed in the minute book.)
Deferred to the meeting to be held on 27 September 2018.

P18/106 **STUDENT TRACKING – REPLACEMENT OF MY LEARNING SPACE**
(A copy of document 8i is filed in the minute book.)
The committee considered a proposal to award preferred supplier status to Advanced to enable the purchase and implementation of a new student tracking system, Pro-Monitor. The committee noted that:

- The College's current student tracking and ILP platform *My Learning Space (MLS)* had been due to be replaced as part of an overall student records management information system procurement process which was completed in September 2017;
- However this had not been possible due to the abandonment of the procurement process following a formal challenge;
- The access controls in the current system were not sophisticated and do not offer a sufficiently robust level of protection for student data;
- Whilst some work has been carried out to strengthen the system in terms of additional access requirements the decision was taken to phase out MLS as soon as possible;
- A number of student tracking modules had already been evaluated and scored as part of the MIS procurement exercise and this, along with further evaluation, has been used to formulate the current proposal;
- Pro-Monitor was the only system that the College staff involved in the evaluation processes had felt was fit for purpose.

P18/107 The committee:

- Confirmed that the College had explored other products on the market;

- Sought and received assurance that the proposed system would integrate effectively with other products used by the College;
- Considered the options in relation to potential future migration to an alternative management information system;
- Noted that it was a system which was widely used in the sector;
- Confirmed that there would be no implications regarding the previous procurement challenge;
- Confirmed that the expenditure was already included in the previously approved allocation for a new MIS system and the purchase would not impact on College reserves.

Resolved: i That preferred supplier status be awarded to Advanced to enable the purchase and implementation of a new student tracking system, Pro-Monitor.

- P18/108 REVIEW OF IPR FORMAT FOR 2018/19
(A copy of document 9i is filed in the minute book.)
Deferred to the meeting to be held on 27 September 2018.**
- P18/109 RISKS OVERSEEN BY THE COMMITTEE
(A copy of document 10i is filed in the minute book.)
Deferred to the meeting to be held on 27 September 2018.**
- P18/110 COMMITTEE TERMS OF REFERENCE AND PIs
(A copy of document 11i is filed in the minute book.)
Deferred to the meeting to be held on 27 September 2018.**
- P18/111 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 21 JUNE 2018
Deferred to the meeting to be held on 27 September 2018.**
- P18/112 GARDENS AND PARKLANDS – LEGAL ARRANGEMENTS
Deferred to the meeting to be held on 27 September 2018.**
- P18/113 DATE OF THE NEXT MEETING
The next meeting of the policy and finance committee will take place on **Thursday 27 September 2018** at **9.30am**.**

Signed	
Position	Chair of Policy and Finance Committee
Date	